



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

PLANNER II – ENERGY FACILITY SITING

OPEN

EXAMINATION PLAN

SUPPLEMENTAL QUESTIONNAIRE – WEIGHTED 100%. The entire examination will consist of a Supplemental Questionnaire. The Supplemental Questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Responses to the Supplemental Questionnaire will be evaluated using predetermined rating criteria; therefore, it is imperative that you put time and effort into completing the Supplemental Questionnaire. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

All internet postings of this bulletin have the Supplemental Questionnaire attached at the end (Please scroll down).

FILING INSTRUCTIONS

CONTINUOUS TESTING – NO FINAL FILING DATE – Testing is considered continuous as state applications (STD 678) and Supplemental Questionnaires will be accepted on a continuous basis. You may apply only once in any consecutive 12 month period. Applications and Supplemental Questionnaires will be reviewed and scored once per month with a cutoff date of the 15th of each month. All applications received after the 15th will be held until the following month. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Selection, Training & EEO Office (Abbreviation)
1516 Ninth Street, MS #52
Sacramento, CA 95814

In order to expedite the application review process, when completing the State application make sure to provide a full description of duties performed.

DO NOT SEND SUPPLEMENTAL QUESTIONNAIRE AND STATE APPLICATION TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, the California Energy Commission or the Internet at <http://www.spb.ca.gov/jobs/stateapp.htm>.

A mandatory Supplemental Questionnaire must be completed and submitted with a standard State application (STD 678). Applications received without the Supplemental Questionnaire or vice versa will not be accepted. If you have any questions, please call (916) 653-6532.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

PLANNER II
JX86 – 4756
8ERE1-02

www.energy.ca.gov
(916) 653-6532

Final File Date: Continuous Testing

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

SALARY RANGE**\$4833 - \$5874**

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated below when you submit your application and supplemental application questionnaire. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I 'or' II 'or' III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. **Please note: When combining patterns all experience converts to the largest experience requirement.**

EITHER PATTERN I

In the California state service, one year of experience in a technical field performing duties such as land use planning, natural resource management, energy or industrial facility siting and construction or operation; or work involving management of major energy or similar industrial projects; or working on energy-related projects in general, in a class with a level of responsibility equivalent to Planner I - Energy Facility Siting.

OR PATTERN II

Experience: Three years of experience in a technical field performing duties such as land use planning, natural resource management, energy or industrial facility siting and construction or operation; or work involving management of major energy or similar industrial projects; or working on energy-related projects in general; or in siting, planning, construction or operation of thermal power plants and related energy facilities, at least one year of which must have been at the full journey level, equivalent to work performed by a Planner I - Energy Facility Siting in California state service.

AND

Education: Equivalent to graduation from college with specialization in physics, engineering, planning, economics, mathematics or a closely related field; or in a natural or physical science such as anthropology, archeology, biology, chemistry, geography, geology or meteorology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

The Planner II (Energy Facility Siting) incumbent either acts as working team leader or as lead person over a group of specialists or on the most complex projects, works independently as a subject-matter expert to formulate and develop solutions to extremely difficult problems. Generally, incumbents in this latter capacity have strong "leadership" roles and are called upon to coordinate the efforts of other analysts or researchers on siting projects.

Positions exist in Sacramento with the California Energy Commission.

SCOPE

To evaluate each competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Supplemental Application Questionnaire will be to measure competitively, relative to job demands, each competitor's:

KNOWLEDGE OF

1. Permitting, construction and operation of energy facilities or similar industrial or public work facilities;
 2. Applicable local, State and Federal environmental laws, ordinances, regulations and standards;
 3. Principles and practices of engineering analysis, environmental impact analysis, socioeconomic impact analysis or project management;
 4. Principles and techniques of supervision;
 5. Specifics of Federal, State, and local laws and regulations relating to energy or similar industrial facility siting, construction and operation;
 6. The Commissions' Equal Employment Opportunity (EEO) Program objectives; and
 7. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.
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ABILITY TO

1. Analyze and evaluate data and information and reach sound conclusions;
 2. Develop and evaluate alternatives;
 3. Establish and maintain cooperative relationships and effective communication with local, State and Federal Government agencies;
 4. Prepare clear, complete and technically accurate reports;
 5. Present ideas effectively orally and in writing;
 6. Coordinate and work effectively with others as an interdisciplinary team member;
 7. Summarize and combine material into a meaningful volume;
 8. Work independently on complex energy or similar industrial facility siting projects;
 9. Evaluate general energy or similar industrial facility siting proposals;
 10. Gain and maintain the confidence and cooperation of those contacted during the course of work;
 11. Plan, organize and direct the work of a staff engaged in energy or related industrial facility siting activities;
 12. Evaluate and monitor work of consultants;
 13. Develop solutions to difficult energy related issues; and
 14. Effectively contribute to the Commission's EEO Program objectives.
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**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the California Energy Commission. Examinations will be administered on a continuous basis. Names of successful competitors are merged onto the list in order of final scores regardless of dates. Eligibility will expire 12 months after it is established.

**VETERANS
PREFERENCE POINTS**

WILL NOT BE GRANTED IN THIS EXAMINATION

CAREER CREDITS

DO NOT APPLY IN THIS EXAMINATION

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veteran's Preference Points: Veteran's preference credit is granted only on open list resulting from entrance examinations. These credits are granted to all competitors who qualify for, and have requested these points and who are successful in all parts of the examination. (The examination announcement indicates if veteran's preference points will apply.) Requests for veteran's preference, together with proof of eligibility should be submitted to: State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, Attention Veteran's desk, MS-37. It is necessary to establish eligibility only once.

Career Credit: A competitor who passes an open, non-promotional civil service examination and who has permanent civil service status (or who has a mandatory right of reinstatement to a position with permanent civil service status) is eligible to receive three career credit points added to his/her earned score. Career credits are not given to persons who have permissive reinstatement privileges. The distinction between mandatory right of reinstatement and permissive reinstatement privilege is outlined in Government Code Sections 19140-19143. (The examination announcement indicates if career credit points will apply.) Veteran's points are not granted in such examinations.

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

California Relay (Telephone) Service for the Deaf or Hearing Impaired
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



**CALIFORNIA ENERGY COMMISSION
SELECTION TRAINING AND EEO OFFICE
PLANNER I – Energy Facility Siting and/or
PLANNER II – Energy Facility Siting
SUPPLEMENTAL APPLICATION**

The California Energy Commission's (CEC) Planner I - Energy Facility Siting and Planner II – Energy Facility Siting are being given on an open basis. Both examinations will consist solely of this Self-Assessment Supplemental Application Questionnaire.

This questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing the questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Supplemental Application. **NOTE: Failure to meet the entrance requirements and/or complete this questionnaire accurately will result in elimination from this examination.)** *Candidates who fail to follow the instructions will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION FOR YOUR RECORDS. The California Energy Commission will **NOT** provide you a copy of your supplemental application.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me (without assistance from others) on this Supplemental Application Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

EXAMINATION TITLE(S): _____

The completed Supplemental Application Questionnaire **AND** Standard State Application (Std. 678) can be personally hand delivered and/or mailed to:

**California Energy Commission
Selection, Training and EEO (Planner I & II)
1516 9th Street, MS-52
Sacramento, CA 95814**

Failure to submit your Supplemental Application Questionnaire with your Standard State Application will result in elimination from the examination.

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting
Supplemental Application**

PART I – Division Description

ENERGY FACILITIES SITING DIVISION

Mission: To ensure adequate generating capacity exists in California to meet current and future electricity demand while protecting public health and safety, and the environment, the division: 1) reviews and licenses power plant and electric transmission line applications and monitors compliance with permit conditions; 2) develops and implements a strategic statewide electric transmission plan; 3) designates electric transmission line corridors; and 4) analyzes environmental and energy issues impacting California's energy supply systems.

Major Program Areas

Siting and Compliance Office

- Energy Facilities Siting -- licensing of thermal power plants
- Energy Facilities Compliance -- ensuring facilities comply with the terms and conditions of the Commission's license to construct and operate

Environmental Office

- Environmental assessment of energy projects
- Environmental assessment of energy policies and policy documents such as the Integrated Energy Policy Report (IEPR)
- Review and Comment on Local, State, and Federal Environmental Impact documents

Special Projects

- Prepare Environmental Performance Report for the IEPR
- Analyze environmental and energy issues impacting California's Energy System
- Analyze issues on Federal Energy Regulation Commission (FERC) hydro relicensing cases in California
- Coordinate review or development of legislative proposals
- Manage development or revision of regulations to implement Division programs

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting
Supplemental Application**

PART II – Position Descriptions

PLANNER I POSITION DESCRIPTION:

Project Manager: Employees in this position function as a siting project manager that is responsible for the day-to-day management of the less complex and controversial energy facility (e.g., electric power plants and transmission lines) siting projects. They recommend actions, policies and procedures affecting project and program direction; and implement approved activities, policies and procedures to achieve division goals and objectives.

Technical Specialist: Employees in this position independently perform technical analyses for facility siting cases and planning studies in the areas of biology, cultural resources, socioeconomics, land use, environmental justice, traffic and transportation, and visual resources. The incumbent will provide technical expertise and serve as a member of interdisciplinary teams evaluating the environmental and socioeconomic effects of proposed power plants, policies and plans for energy development in order to satisfy the requirements of the Warren-Alquist Act and the California Environmental Quality Act (CEQA). The incumbent may also act as a working team leader on less complex projects.

PLANNER II POSITION DESCRIPTION:

Project Manager: Employees in this position function as a siting project manager that is responsible for the day-to-day management of complex and controversial energy facility (e.g., electric power plants and transmission lines) siting projects. They recommend actions, policies and procedures affecting project and program direction; and implement approved activities, policies and procedures to achieve division goals and objectives

Technical Specialist: Employees in this position independently perform varied, difficult and complex technical analyses for facility siting cases and planning studies in the areas of biology, cultural resources, socioeconomics, environmental justice, land use, traffic and transportation and visual resources, and formulate solutions to difficult problems. The incumbent is expected to provide expert technical expertise and serve as a member of interdisciplinary teams evaluating the environmental and socioeconomic effects of proposed power plants, policies and plans for energy development in order to satisfy the requirements of the Warren-Alquist Act and the California Environmental Quality Act (CEQA). The employee may also act as a working team leader on complex projects or coordinate the activities of other technical specialists or consultants in the evaluation of energy projects.

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting
Supplemental Application**

Print Name _____

Date _____

PART III - EMPLOYMENT HISTORY

Instructions: Please describe your current and most recent work experience as it relates to the Planner I and II – Energy Facility Siting positions. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part IV to identify where you worked. You may include additional pages if necessary.

EXPERIENCE CODE A

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE B

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE C

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

EXPERIENCE CODE D

Employer Name: _____

Employer Location: City: _____ State: _____

Dates of Employment: From: _____ To: _____

Supervisor: _____ Telephone Number: _____

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting**

PART IV - Supplemental Application

This section of the application lists activities and requirements necessary for successful job performance. Using the following steps, indicate your level of proficiency and experience for each item.

Instructions

Step 1: In the *Experience Code* column, use the codes from PART III of this form to indicate where you performed the activity, or acquired the task or knowledge. You may list more than one code per item if applicable.

Step 2: For each item listed on pages 6 in rows “1” through “10”, please place an “X” in the column that most accurately represents the experience you have with the following task. Place an “X” in the column which identifies the amount of your experience for each item.

SAMPLE

		Experience Code(s)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently on the job with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
1.	(Sample Item) Prepares reports for company.	A & C			X			X		

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting**

PARTt IV (continued) - Supplemental Application

PRINT NAME _____		Experience Code(s) (FROM PART I)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
1.	Read and comprehend a variety of technical, complex information related to work assignments (such as laws, regulations, energy plant design specifications, energy forecast reports, contract documents, etc).									
2.	Work independently on assignments without close supervision or detailed instructions both in the office and in the field.									
3.	Analysis data to draw appropriate conclusions and make recommendations regarding a set of data.									
4.	Exercise sound judgment when making decisions to ensure that decisions are based upon the facts and information available, and that they are in accordance with laws, regulations and/or divisional goals and objectives									
5.	Identify facts and implications related to a situation and the pros and cons of proposed alternatives before drawing conclusions and making recommendations									
6.	Write reports, memos, letters, summaries, notes, and other job-related documents using proper sentence structure, grammar, punctuation, and spelling to ensure complete and succinct written materials.									
7.	Collect accurate and meaningful data.									
8.	Use a personal computer to input data, access information, utilize the internet, email, and/or create documents using various types of software.									
10.	Make mathematical calculations to analyze data.									

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting
Supplemental Application**

PART V – NARRATIVE QUESTIONS

You are being given three (3) questions on the following pages for which you are to provide a narrative response.

Instructions

- Your response to each question **must** be typed using 12 point font or larger.
- Your response to each question **must** be limited to (1) page per question (for a total of 3 pages).
- Answer each question on a separate page and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.

SAMPLE

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting**

Name _____

Date _____

Question #1.

**Planner I – Energy Facility Siting and/or
Planner II – Energy Facility Siting
Supplemental Application**

- 1. Describe the strategy you would use to address the difficult work situation of multiple, high-priority work products with over-lapping due dates. What would you do if the Deputy Director asked you to work on another assignment that was not as high a priority as other projects to which you have been assigned?**

**Planner I – Energy Facility Siting
Planner II – Energy Facility Siting
Supplemental Application**

- 2. You have to make a presentation to a decision maker. What steps would you take to prepare for the presentation? What steps would you take to make certain your presentation is a success?**

**Planner I – Energy Facility Siting
Planner II – Energy Facility Siting
Supplemental Application**

- 3. Please describe any California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) experience in which you have participated. Please summarize your role (as a sole investigator/researcher, team member or project leader) and responsibilities. In addition, list any training you have taken related to environmental analysis**